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17 December 1962

MEMORANDUM FOR: ALL ERA Professional Employees

SUBJECT: Training of Professional Employees in Economics

1. A "CIA Career Training Program" for professional employees currently is being developed and discussed by senior officials of the Agency. This program, as tentatively drafted, strongly emphasizes the importance of training in the development of career employees in the Agency. In essence, the program would divide professional training into three phases: (1) early training, tailored carefully to individual backgrounds and the needs of the individual's office; (2) mid-career training, involving the development of special programs for selected GS-13's; and (3) senior officer training, again entailing special programs for selected GS-15's.

2. Although it is recognized that training in languages and a variety of other skills is desirable and, indeed, essential for many ERA employees, this memorandum is concerned solely with training in economics. ORR Regulation 25-10, revised 28 August 1962, states, "Inasmuch as the primary mission of ORR is to produce economic and geographic intelligence, it is desired that all professional employees directly engaged in these fields have or acquire a minimum foundation, as appropriate, in economics and statistics or in professional geography, as the case may be. (For economic research, this minimum consists of one year of principles and a year of intermediate theory plus a year of statistics.)"

3. In order to provide the Office of the Chief, ERA, with an up-to-date knowledge of (a) the extent to which professional employees in the ERA already possess the desired minimum academic training in economics and statistics; (b) the needs in the ERA for training in economics, including training beyond the desired minimum; and (c) the plans that supervisors and employees are developing to meet these needs, all professional employees are requested to complete the attached questionnaire, which should be submitted to the Office of the Chief, ERA, through Division and Branch Chiefs as appropriate, by 15 January 1963.

4. ORR Regulation 25-10 further provides:

"In carrying out their responsibilities with respect to training, Branch Chiefs -- in consultation with Division Chiefs and the appropriate Area Chief -- shall:

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GROUP 1
Excluded from
automatic down-
grading and de-
classification

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a. Develop and discuss with each new employee a program of training in economics, geography, and related subjects and languages appropriate to the needs of the individuals. Normally, this initial program should be planned three or four months after the employee enters on duty.

b. Review the training needs of all employees at least once each year. Progress should be discussed with employees when fitness reports are prepared as well as when a specific proposal for training is initiated, either by the employee or by his supervisor."

Supervisors are also reminded of the requirement to include, as a matter of routine in all fitness reports for professional employees, a statement of the employee's training needs and the plans for meeting them.

5. In addition to meeting the needs noted above, the information provided by the questionnaires and in future fitness reports will facilitate Office planning for the courses to be given at Headquarters next fall and thereafter. This information also will assist the Chief, ERA and other senior officials of ORR in their review of proposed personnel reassignments to meet the changing needs of the Office, requests for external training, career development, and other proposed personnel actions.


Chief, Economic Research Area, ORR

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Enclosure:
Questionnaire

Distribution:
1 - Each Addressee
2 - St/A
2 - OAD/RR
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